

March 10, 2004

The Regular Meeting of the Rockingham County Board of Supervisors was held on Wednesday, March 10, 2004, at 3:00 p.m. at the Rockingham County Administration Center, Harrisonburg, Virginia. The following members were present:

PABLO CUEVAS, Election District #1
CHARLES W. AHREND, Election District #2
DEE E. FLOYD, Election District #3
WILLIAM B. KYGER, JR., Election District #4*

*Absent after 7:00 p.m.

Absent:

MICHAEL A. BREEDEN, Election District #5

Also present:

JOSEPH S. PAXTON, County Administrator
G. CHRIS BROWN, County Attorney
STEPHEN G. KING, Deputy County Administrator
JAMES L. ALLMENDINGER, Director of Finance
WENDELL J. EBERLY, Director of Recreation and Facilities
JENNIFER M. HOOVER, Director of Public Works
FRANKLIN P. O'BYRNE, Director of Information Systems
STEPHEN R. RIDDLEBARGER, Director of Human Resources
ROBERT A. SYMONS, Fire & Rescue Chief
WILLIAM L. VAUGHN, Director of Community Development
DOTTIE L. BOWEN, Deputy Clerk
DONALD F. KOMARA, Resident Engineer
Virginia Department of Transportation

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CALL TO ORDER

PLEDGE OF ALLEGIANCE AND INVOCATION.

Chairman Ahrend called the meeting to order at 3:00 p.m.

County Administrator Paxton led the Pledge of Allegiance, and Chairman Ahrend gave the Invocation, asking for a moment of silence for prayers for Supervisor Breeden's brother-in-law who is seriously ill.

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APPROVAL OF MINUTES.

On motion by Supervisor Cuevas, seconded by Supervisor Kyger and carried by a vote of 4 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - ABSENT; CUEVAS - AYE; FLOYD - AYE; KYGER - AYE; the Board approved the Minutes of the Regular Meeting held on February 25, 2004.

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TRANSPORTATION DEPARTMENT.

The Board heard Mr. Komara's report on the activities of the Transportation Department.

He introduced Matt Dana, his temporary assistant, while that position is being filled.

In response to a question from Supervisor Kyger, Mr. Komara advised that the sidewalk repair project in Mt. Crawford is moving forward, and VDOT will assist the Town with assessment of the bids, which are due on March 15, 2004.

Supervisor Kyger asked that Mr. Komara investigate the possibility of using Public Safety Project funds for upgrading portions of Route 33 West by adding turn lanes at the following interesection: Silver Lake Road at Route 701 and Route 613.

In response to an inquiry from Supervisor Floyd concerning the status of Port Republic Road and Route 689, Mr. Komara advised that his staff was working on drawings to determine the type of right-of-way needed in order to build the turn lanes. He noted that he was working on a bid estimate for a light at that location, and he expected to have more information on this matter for the next Board meeting.

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BLUE RIDGE COMMUNITY COLLEGE.

The Board heard a presentation by Dr. James Perkins, President, Blue Ridge Community College, concerning the College's activities.

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CAMP STILL MEADOWS, INC.

The Board heard a presentation by Janet E. Maasch, Executive Director, Camp Still Meadows, Inc., concerning the Camp's activities.

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**TMDL COST-SHARE ASSISTANCE PROGRAM
ON-SITE SEWAGE DISPOSAL SYSTEMS.**

The Board heard a presentation by Julie Jenkins and Megen Dalton, Shenandoah Valley Soil and Water Conservation District, concerning the TMDL Cost-Share Assistance Program on-site sewage disposal systems. Chairman Ahrend invited the speakers to join him and Mr. Paxton for the WSVR Radio program on Monday morning to provide information concerning this program to the community.

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COUNTY ADMINISTRATOR'S STAFF REPORT.

The Board received and reviewed Mr. Paxton's staff report dated March 5, 2004, including information concerning the radio system, a tour of the Morningstar plant and discussion of its expansion plans, discussion regarding on-frame modular homes, signs for the Technology & Industrial Park, and the Plains Community Center.

Due to the backlog of inspections in the Community Development Department, he recommended that the Board authorize an additional inspector for Building Inspections.

On motion by Supervisor Cuevas, seconded by Supervisor Floyd and carried by a vote of 4 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - ABSENT; CUEVAS - AYE; FLOYD - AYE; KYGER - AYE; the Board agreed to fund an additional inspector for Building Inspections, effective April 1, 2004.

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DEPUTY COUNTY ADMINISTRATOR'S STAFF REPORT.

The Board received and reviewed Mr. King's staff report dated March 4, 2004, concerning dumping of septage

by Cash Septic Services into a City of Harrisonburg manhole without approval.

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FINANCE DIRECTOR’S STAFF REPORT.

The Board received and reviewed Mr. Allmendinger’s staff report dated March 4, 2004, including information concerning a proposed interim school financing for Montevideo and Elkton Middle School capital projects, automated mailing system tests, Eden InForum Gold software upgrade, Director’s meeting participation, progress on FY 2005 Budget.

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HUMAN RESOURCES DIRECTOR’S STAFF REPORT.

The Board received and reviewed Mr. Riddlebarger’s staff report dated March 10, 2004, concerning staffing for the Plains District Community Center.

On motion by Supervisor Cuevas, seconded by Supervisor Kyger and carried by a vote of 4 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - ABSENT; CUEVAS - AYE; FLOYD - AYE; KYGER - AYE; the Board approved the following job description for the position of Community Center Coordinator.

**ROCKINGHAM COUNTY VIRGINIA
JOB DESCRIPTION**

JOB TITLE: Plains District Community Center Coordinator	JOB CODE: CS
GRADE: 8	DATE LAST UPDATED: 3/04
	FLSA Status: Non-exempt
JOB TITLE SUPERVISOR: Director of Recreation & Facilities	
PRIMARY OBJECTIVE/PURPOSE:	
Provides clerical and administrative support of a complex and confidential nature for the Broadway-Timberville Chamber of Commerce and, oversees the day to day operations of the Plains District Community Center (PDCC).	
QUANTITATIVE MEASURES:	
Coordinates the use of the PDCC with numerous community organizations.	

Essential Job Functions:

- A. Duties related to the Broadway-Timberville Chamber of Commerce are depicted in the attached addendum to this job description. The incumbent is expected to perform the functions identified in the addendum in a proficient and professional manner.
- B. Community Center job responsibilities are described below:
1. Supervises participants utilizing the community center, grounds and facilities; enforces center policies; maintains order, plans, directs and supervises center programs.
 2. Works with Recreational Program Supervisor to schedule part time staff, process time sheets, and issue equipment.
 3. Prepares center for workshops, programs, meetings or special events.
 4. Supervises the game room at the center; sets up class equipment.
 5. Inspects equipment for condition and safety.
 6. Issues center equipment and maintains proper inventories; monitors equipment use at the center.
 7. Assists the Recreational Program Supervisor in program execution, assists participants.
 8. Schedules meetings and community rooms usage.
 9. Schedules and oversees special events at center.
 10. Assists Director in monitoring center budget.
 11. Establish procedures to ensure that the building is secure when closed.
 12. Performs related tasks when required.

MINIMUM REQUIREMENTS:

Excellent organizational and secretarial skills
Ability to work with frequent interruptions
Proficiency in operating state-of-the-art office equipment
Discretion and confidentiality
Professional attitude and dress is required
Outstanding customer service skills
Minimum of a High School diploma required
Ability to meet and tactfully work with the public and resolve disputes with firmness and impartiality

PHYSICAL REQUIREMENTS:

Physical requirements are summarized on the following chart:

Analysis of Physical Effort					
Lift		Stand	O	Reach	O
Up to 20 lbs.	O				
21-50 lbs.	O	Walk	F	Handle	O
Over 50 lbs.	N				
		Sit	F	Finger	C
Carry					
Up to 20 lbs.	O	Crawl	O	Feel	F
21-50 lbs.	O				
Over 50 lbs.	N	Climb	O	Talk	F
Push/Pull		Balance	O	Hear	F
Up to 20 lbs.	O				
21-50 lbs.	O	Bend/Stoop	O	See	F
Over 50 lbs.	N				
		Kneel/Squat	O	Drive Vehicle	O
CONSTANT			(C)	(at least 2/3's of	
time)					

FREQUENT	(F)	(1/3 - 2/3's of time)
OCCASIONAL	(O)	(less than 1/3 of time)
NEVER	(N)	(does not regularly exist)

Addendum

Executive Secretary - Duties and Responsibilities

The executive secretary serves in public relations capacity for the business community and is to establish a professional personal appearance and efficient office environment. This person shall be well versed, or at least resourceful, in securing knowledge about our local government, available businesses and services.

Executive Secretary's responsibilities to the Membership include:

- Keeping accurate and current membership data
- Keeping membership application forms updated and readily available
- Keeping running corrections to current directory for future changes
- Encouraging patronage of businesses/services to newcomers or any incoming calls about the area
- Providing annual membership identifications
- Preparing quarterly newsletters
- Coordinating Business-to-Business events
- Compiling a new membership directory as determined by the Board

Executive Secretary's responsibilities to the Board of Directors include:

- Providing a minimum of three days notice (date, location, and time), to all directors, of an upcoming Board meeting and providing each director with the minutes of the last meeting held
- Recording minutes of all formal meetings
- Notifying a designated director of absences and/or requested vacation times
- Preparing a written monthly activities report – phone calls or inquiries/correspondence, number of visitors, activities that consumed time, visits or communications with members, etc.
- Assists in preparing the annual budget
- Prepares monies for deposits and submits bills to the treasurer for payment in a timely manner
- Prepares and submits tax forms; assists the treasurer in keeping accurate monetary records
- Secures locations and makes the necessary arrangements for seminars as directed by the Board
- As need arises prepares and submits press and news releases
- Keeps updated information on churches, civic groups, and other organizations within our communities
- Performs other duties as identified by the Board

Executive Secretary's responsibilities for the Fall and Spring Festival include:

- Preparing and mailing application forms to prospective exhibitors
- Keeping current a running list of those registered with incoming monies
- Contacting sites for availability and scheduling
- Preparing a layout of exhibitor's booths/locations
- Securing any necessary items for set-ups and tear-down
- Submitting press and news releases while coordinating with any other media
- Sending confirming letters of receipts and set-up locations to each exhibitor
- Preparing and submitting to the printers Fall Festival brochures, with activities, three months in advance of the event – two months before Fall Festival distribute them to all members, neighboring chamber of commerce's, and other appropriate locations
- Presenting the Board with a Fall Festival financial report
- Performing other duties requested by the Board

Executive Secretary's Annual Banquet responsibilities include:

- Preparing a newsletter, at least two months in advance, providing the date and promoting the program
- Serving on the Banquet Committee
- Preparing the banquet program
- Coordinating the Silent Auction (when applicable)
- Securing the necessary items for setting up tables, etc.
- Preparing certificates and plaques
- Performing other duties as requested by the Board of Directors

Executive Secretary's responsibilities to visitors and local residents include:

- Keeping an updated resource of materials on scenic locations or activities and events in the area
- Providing maps or local information as requested
- Coordinating work with the local chamber's visitor's center or their boards of directors as needs arise
- Readily being knowledgeable of vacant and unutilized properties
- Performing other duties as requested by the Board of Directors

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PUBLIC WORKS DIRECTOR'S STAFF REPORT.

The Board received and reviewed Ms. Hoover's staff report dated March 5, 2004, including information concerning progress on the sewer project for Route 11 North; Lilly Gardens; Countryside water system; Penn Laird Drive and Water Tower Road sewer; Lakewood/Massanetta Springs pump station, Spotswood High School waterline extension, Wal-Mart water and sewer project, Three Springs back-up power, and the Grottoes Container Site.

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COMMUNITY DEVELOPMENT DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mr. Vaughn's staff report dated March 5, 2004, including information concerning Planning Commission activities, Comprehensive Plan revisions, Board Work Session on March 24, GIS System, priority projects underway, tabled requests, and upcoming requests.

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INFORMATION SYSTEMS DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mr. O'Byrne's staff report dated March 4, 2004, including information concerning projects for the ICHRIS server, the Courthouse, videoconferencing, Web Page re-redesign, Eden Gold Financial Software upgrade, Personal Property Software re-write for the Commissioner of the Revenue Office, Real Estate/Reassessment/Land Use Software re-write for the Commissioner of the Revenue Office (nearing completion); Crystal Reports conversion, and Courtroom B computer equipment.

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FIRE AND RESCUE CHIEF'S STAFF REPORT.

The Board received and reviewed Chief Symons' staff report dated March 2, 2004, including information concerning training, prevention division activities, and public education.

He advised that the County would receive \$190,155 from the 2003 Part II Homeland Security Grant Program, which requires that the Board appoint a Designated Agent for the grant.

On motion by Supervisor Kyger, seconded by Supervisor Floyd and carried by a vote of 4 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - ABSENT; CUEVAS - AYE; FLOYD - AYE; KYGER - AYE; the Board adopted the following resolution.

BE IT RESOLVED that the Rockingham County Board of Supervisors hereby appoints Joseph S. Paxton, County Administrator, as the designated agent for the grant of \$190,155, awarded to the County by the 2003 Part II Homeland Security Grant Program.

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RECREATION & FACILITIES DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mr. Eberly's staff report dated March 4, 2004, including information concerning the Technology and Industrial Park, the Plains District Community Center, District Courts renovation, Administration Center roof repair, Comprehensive Parks and Recreation Master Plan, and Recreation programs.

On motion by Supervisor Cuevas, seconded by Supervisor Kyger and carried by a vote of 4 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - ABSENT; CUEVAS - AYE; FLOYD - AYE; KYGER - AYE; the Board extended by 14 days the contract with Lantz Construction Company for work on the Plains District Community Center. The new completion date is March 26, 2004.

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COMMITTEE REPORTS.

The Board heard Committee reports by Board members and staff.

On motion by Supervisor Cuevas, seconded by Supervisor Floyd and carried by a vote of 4 to 0, voting recorded as

follows: AHREND - AYE; BREEDEN - ABSENT; CUEVAS - AYE;
FLOYD - AYE; KYGER - AYE; the Board:

- a. Approved the following Finance Committee recommendations.
- As requested by the Social Services Department, approved the following supplemental appropriation, funded by a grant from the Virginia Department of Housing and Community Development and requiring no local match.

Supplemental Appropriation: \$40,000 GL Code: 220-05302-100-5762-000
(Community for Opportunities)

- Noting that the County received a \$5,000 Virginia Fire Services grant, approved the following supplemental appropriation for purchase of a laptop computer and a PowerPoint projector.

Supplemental Appropriation: \$5,000 GL Code: 001-03201-900-6065-000
(Minor Equipment)

- b. By unanimous consent, the Board asked the County Administrator to write a letter to the local legislators, expressing the Board's concern that a State Budget has not been agreed upon.

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RECESS.

Chairman Ahrend recessed the meeting for dinner from 5:05 to 7:00 p.m.

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PUBLIC HEARING - FY 2003-04 BUDGET AMENDMENT.

At 7:00 p.m., Chairman Ahrend declared the meeting open for a public hearing to consider an amendment to the Fiscal Year 2003-2004 Adopted Budget, for the purpose of appropriating funds received primarily from federal and state grants for education.

There were no requests to speak on this proposal.

Chairman Ahrend closed the public hearing and called the regular session back to order at 7:05 p.m.

The amendment will be scheduled for adoption by the Board on March 24, 2004.

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PUBLIC HEARING - LEASING OF COUNTY PROPERTIES

At 7:07 p.m. Chairman Ahrend declared the meeting open for a public hearing regarding its intent to:

1. Lease to Jenkins Automotive Service and Tire Center, Inc., County-owned property commonly known as the "Goodyear Building," located at 90 East Gay Street, Harrisonburg, VA.
2. Lease to Valley Program for Aging Services, Inc., space in the Plains District Community Center, 233 Coop Drive, Timberville, VA, for operation of the Broadway-Timberville Senior Center.

There were no requests to speak on these proposals.

Chairman Ahrend closed the public hearing and called the regular session back to order at 7:08 p.m.

On motion by Supervisor Cuevas, seconded by Supervisor Floyd and carried by a vote of 3 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - ABSENT; CUEVAS - AYE; FLOYD - AYE; KYGER - ABSENT; the Board authorized the County Administrator and County Attorney to proceed with these leases, making any nonsubstantive changes as might be necessary.

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PUBLIC HEARING - PROPOSED PROJECT BY THE VALLEY BRETHREN-MENNONITE HERITAGE CENTER.

At 7:10 p.m. Chairman Ahrend declared the meeting open for the purpose of receiving community response to a proposed project by the Valley Brethren-Mennonite Heritage Center for historic restoration of an 1854 brick house, built by Bishop Martin Burkholder, to be located at 711 Garbers Church Road. The public hearing was held in accordance with the requirements of the Transportation Enhancement Program (TEA 21) guidelines.

Mr. Paxton explained that the Board had considered this matter at its meeting on February 11, 2004, and staff had since learned that a public hearing was required in order for this proposal to be considered for funding under the Transportation Enhancement Program.

Doris J. Showalter, Crossroads, Valley Brethren-Mennonite Heritage Center, advised that the proposal was to restore the Bishop Martin Burkholder house to its original condition with the use of TEA 21 funding. She assured the Board that the Center was capable of coming up with the required 20 percent matching funds. She pointed out that

these can be in-kind contributions and noted that last year just one person contributed 500 hours.

Supervisor Cuevas asked if Ms. Showalter would go on record, as a representative of the Center, making a commitment to the Board that the local commitment was actually a "non-issue" because the Center had enough money, or would acquire enough money, to pay the local match.

Ms. Showalter said she was happy to do so and that there was never any intention to request local funding. She said she was confident that the Center would have the necessary funding for the local match. She agreed to send to the County a letter acknowledging that the Center will ensure that the County would not be matching the request.

On motion by Supervisor Cuevas, seconded by Supervisor Floyd and carried by a vote of 3 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - ABSENT; CUEVAS - AYE; FLOYD - AYE; KYGER - ABSENT; the Board endorsed the funding request with the understanding that the Valley Brethren-Mennonite Heritage Center will fulfill the match requirement of \$36,233 through either a cash payment or through in-kind services; and, in the event that the Valley Brethren-Mennonite Heritage Center fails to meet the local match required by the TEA 21 grant, CrossRoads will assume responsibility for the match.

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PUBLIC HEARING - SPECIAL USE PERMITS.

At 7:20 p.m. Chairman Ahrend declared the meeting open for a public hearing on special use permits. He announced that the following request was withdrawn.

S04-08 Environmental Bio-Drying LLC, 4415 Pheasant Ridge Road, Suite 305, Roanoke, VA for Poultry Litter Storage (Commercial Storage- one user) on property located on the south side of Naked Creek Road (Route 609) approximately 500 feet west of East Side Highway (Route 340) in Stonewall Magisterial District, Election District #1, Zoned A-1. Tax map #100-(A)-17.

A public hearing was held on the following requests.

S04-09 Richard & Wanda Liskey, 141 Carpenter Lane, Harrisonburg, for a Residence on business zoned property located on the south side of Carpenter Lane (City of Harrisonburg) approximately 1/4 mile east of South Main Street (Route 11) in Ashby Magisterial District, Election District #4, Zoned B-1. Tax map #123-(A)-98B.

Lisa Hawkins, representing the applicants, was present to answer questions.

S04-10 City Of Harrisonburg, Department of Public Works, 2155 Beery Road, Harrisonburg, for a Water Pumping Station on property located on the north side of Port Republic Road (Route 659) approximately 1/4 mile east of Cross Keys Road (Route 276) in Ashby Magisterial District, Election District #3, zoned A-2. Tax map #140-(A)-6.

Mike Collins, Harrisonburg Director of Public Utilities, noted that the City had received approval to construct a raw water line from the Shenandoah River to the City. He advised that the City wished to retain an option on their initial site for a pump station but also would like to consider the site in question for the special use permit, which would be preferable from an engineering standpoint to the original one.

There were no other requests to speak on this request.

S04-11 Claude & Judy Diehl, 3712 James Branch Road, Harrisonburg, for a Division of land involving two residences on property located on the north side of Mauzy Athlone Road (Route 608) approximately 3 miles west of Mountain Valley Road (Route 620) in Plains Magisterial District, Election District #1, zoned A-1. Tax map #82-(A)-80D.

Mr. Diehl said two-acre tracts would created and be given to his two sons.

Charles Wertz was concerned that the houses would be built on two-acre lots while most of the other houses in the area were on four-acre lots.

Mr. Diehl explained that the remaining 13 acres would stay in his name.

Chairman Ahrend closed the public hearing and called the regular session back to order at 7:40 p.m.

Noting that Supervisor Kyger had not heard any objections to the Liskey request, on motion by Supervisor Cuevas, seconded by Supervisor Floyd and carried by a vote of 3 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - ABSENT; CUEVAS - AYE; FLOYD - AYE; KYGER - ABSENT; subject to the following conditions, the Board approved S04-09, Richard & Wanda Liskey, 141 Carpenter Lane, Harrisonburg, for a residence on business zoned property located on the south side of Carpenter Lane (City of Harrisonburg) approximately 1/4 mile east of South Main Street (Route 11) in Ashby Magisterial District, Election District #4, Zoned B-1. Tax map #123-(A)-98B.

- (1) The use shall be located in substantial accordance with plot plan as approved by the Board of Supervisors.
- (2) Residence shall comply with the Virginia Uniform Statewide Building Code, and the proper permits shall be obtained.
- (3) Entrance permit will have to be obtained from the City of Harrisonburg.
- (4) This permit is contingent upon applicant obtaining public water and sewer. A copy of said permit shall be presented to the Community Development Department.
- (5) This residence shall not be occupied until a certificate of occupancy is issued from the County. No certificate of occupancy shall be issued until all other conditions of this permit are met.

Noting that the City's request was in an isolated location, on motion by Supervisor Floyd , seconded by Supervisor Cuevas and carried by a vote of 3 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - ABSENT; CUEVAS - AYE; FLOYD - AYE; KYGER - ABSENT; subject to the following conditions, the Board approved S04-10 City Of Harrisonburg, Department of Public Works, 2155 Beery Road, Harrisonburg, for a Water Pumping Station on property located on the north side of Port Republic Road (Route 659) approximately 1/4 mile east of Cross Keys Road (Route 276) in Ashby Magisterial District, Election District #3, zoned A-2. Tax map #140-(A)-6.

- (1) The use shall be located in substantial accordance with plot plan as approved by the Board of Supervisors.
- (2) VDOT requires the entrance to be provided off of Rt. 708 and that a permit be obtained prior to starting work.
- (3) This permit is contingent upon a site plan being submitted to and approved by the County. No permits shall be issued by the Department of Community Development and no work shall be done on the property until such time as a site plan is approved.
- (4) On-premise advertising sign shall comply with the Rockingham County Code, and a permit shall be obtained for any sign.
- (5) There shall be no off-premise signs allowed unless all County and VDOT requirements for outdoor advertising signs are met.
- (6) Off-street parking shall comply with the Rockingham County Code.

Noting that the Diehl request was for a family division of land, on motion by Supervisor Cuevas, seconded

by Supervisor Floyd and carried by a vote of 3 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - ABSENT; CUEVAS - AYE; FLOYD - AYE; KYGER - ABSENT; subject to the following conditions, the Board approved S04-11 Claude & Judy Diehl, 3712 James Branch Road, Harrisonburg, for a Division of land involving two residences on property located on the north side of Mauzy Athlone Road (Route 608) approximately 3 miles west of Mountain Valley Road (Route 620) in Plains Magisterial District, Election District #1, zoned A-1. Tax map #82-(A)-80D.

- (1) The use shall be located in substantial accordance with plot plan as approved by the Board of Supervisors.
- (2) Residences shall comply with the Virginia Uniform Statewide Building Code, and the proper permits shall be obtained.
- (3) VDOT requires that private entrance permits be obtained. VDOT also will require that the entrances be placed in specific locations as marked by VDOT due to sight distance limitations.
- (4) This permit is contingent upon applicants obtaining on-site sewage disposal system permits from the Health Department. A copy of said permits shall be presented to the Community Development Department prior to deed exception approval.
- (5) If deed exception is made within one year from date of approval of the special use permit, the residence on the property shall be exempt from the one-year completion date.
- (6) Manufactured homes shall be skirted and the tongue removed, unless included in the skirting, within sixty (60) days from final inspection.
- (7) These residences shall not be used for rental purposes.
- (8) These residences shall not be occupied until a certificate of occupancy is issued from the County. No certificate of occupancy shall be issued until all other conditions of this permit are met.

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INFORMATION ITEMS.

The Board received the following Information Items from the County Administrator:

- a. Letter dated February 21, 2004, from Rail Solution (I-81 citizen group) regarding improvements to I-81.
- b. Letter dated February 24, 2004, from County of Isle of Wight concerning General Assembly members.

- c. Building Inspections Report for February 2004.
- d. Letter dated February 10, 2004, from Central Shenandoah EMS Council, announcing the appointment of David Cullen as its Executive Director.
- e. Building Inspections Report for January 2004.

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ADJOURNMENT.

By consensus, the Board adjourned the meeting at 7:45 p.m.

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Chairman